

State Water Resources Control Board
Division of Drinking Water

Guidelines for Electronic Submission of Documents to Visalia District 12

To ensure consistent and reliable processing of the documents you submit to the Division of Drinking Water (DDW) Visalia District 12 Office, please follow the formatting, labeling, and submission procedures described below:

For more efficient processing, we request that you submit all documents to DDW offices **in a Portable Document Format (PDF) file**.

Note: Please sign the document prior to converting to a PDF file and maintain the signed hardcopy of the document in your records for the period of time prescribed in law or regulation.

Name each individual PDF file as follows:

- a. Create a filename with the following information:
 - i. Water System Number—(e.g. [1234567](#))
 - ii. Water System Name—(e.g. [Pinedale County Water District](#)), abbreviation encouraged, however, it should still be clear which water system is being identified (e.g. Pinedale CWD)
 - iii. Compliance Period—Month or Quarter and Year that the document covers, if applicable—(e.g. [July2016](#) or [2Q2016](#)).
 - iv. Document Name—Use the following table to choose the Document Link (Doc Link) that applies to the document you are submitting:

Example of complete filename: [1234567-Pinedale CWD-July2016-TCR](#)

Doc Link	Documents Pertaining to:	Doc Link	Documents Pertaining to:
BSSP	Bacteriological Sample Siting Plan	PN	Public Notice
CIT	Citation	PN Cert	Certification of Public Notification
CL2	Chlorine residual	QPR	Quarterly Progress Report
COM	Compliance Order	RPT	Report
DBP	Disinfection By Products	SS	Sanitary Survey
EL	Enforcement Letter	SS Corr	Sanitary Survey Correspondence
ENP	Emergency Notification Plan	SWTP	Surface Water Treatment Plant
LCR	Lead & Copper Rule (Form 141_AR)	TCR	Total Coliform Rule
FUND	Documents related to Funding	TOC	Total Organic Carbon
PER	Anything related to the permitting process	TRT, ____	Treatment, Constituent
INV	Investigative report		

Note: If there is not an applicable Doc Link in the table above, please use wording that best describes the subject of the document you are submitting.

SUBMISSION OF ELECTRONIC DOCUMENTS

1) Submission via Email to dwpdist12@waterboards.ca.gov

Note: DDW email servers can only receive emails less than or equal to 50 megabytes (50 MB) in size

- a. Attach **one** PDF file to an email. Enter the same information in the Subject line of the email as you used in the filename for the attachment to the email (e.g., “[1234567-ABC Water Company-July2016-TCR](#)”); see “Name of individual PDF..” on page 1 for instructions. Send to district email noted above.

OR

- b. Attach **multiple** PDF files to an email, assuming total size is less than 50 MB. This option should only be utilized if all of the PDF files to be attached pertain to the same water system. Enter the water system number and name in the Subject line of the email (e.g., “[1234567-ABC Water Company](#)”). Send to district email noted above.

2) Submission of files greater than 50 MB in size

- a. Split documents into files smaller than 50 MB total and email per instructions in #1 above;

OR

- b. Transfer onto a CD-ROM. **After transfer of the document to CD-ROM, verify it is readable.** Label the jewel case or envelope of the CD-ROM with the water system number and name (e.g., “[1234567-ABC Water Company](#)”). Mail to the address listed below:

**Division of Drinking Water, Visalia District 12
265 W. Bullard Ave., Suite 101, Fresno, CA 93704**

- c. Contact the Visalia District 12 office for other options.

Please note that after review of your submission, DDW staff may request a hardcopy of certain documents, particularly drawings or maps that require a large size to be readable. In other cases – for instance, where the evaluation of data is required – DDW staff may request that documents be submitted in other electronic formats.

Special instructions regarding laboratories:

Please note that labs must continue submitting chemical monitoring data through electronic data transfer (EDT) using the established procedure, as described at:

http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/EDT.shtml.

Use of this guidance and updates:

This guidance may be updated periodically to reflect the evolving nature of the technology and the experience of those using this technology. You will be notified of any changes that affect your water system.